

**Workforce Development Board
EXECUTIVE COMMITTEE MEETING**

Workforce Development Board Conference Room
Workforce Development Department Administration Office
290 North "D" Street, 6th Floor, San Bernardino, California

WEDNESDAY, JANUARY 11, 2017, 10:30 p.m.

MINUTES

1) In attendance:

Committee Members Present

Tony Myrell
BJ Patterson
Jon Novack
Phil Cothran
Tony Myrell
William Sterling
Robert Louen

Committee Members Absent

None

Staff

Reg Javier, Deputy Executive Officer
Mariann Ruffolo, Deputy Director
Miguel McQueen, Deputy Director
Gina Beltran- Executive Secretary
Fred Burks- Administrative Supervisor II
Sandy Harmsen, Project Executive
James Johnson, Business Services Manager

OPENING

Chair called meeting to order at 10:35 pm

Introductions were made around the room.

CONSENT

ITEM 2- Motion to approve Minutes of January 11, 2017 Meeting

Tony Myrell called for a motion to approve the minutes. Will Sterling made a motion to approve. B.J. Patterson seconded the motion. None opposed. Motion carried.

ITEM 3 – Request for Approval to be Career Services Provider

Tony Myrell called for a motion to approve the request of WDD to be a Career Services Provider. B.J. made a motion to approve. Jon Novack seconded the motion. None opposed. Motion carried.

DISCUSSION

ITEM 5- Legislation Update by Josh Candeleria

Josh gave updates on what is going on at the State and Federal level and what legislation is focusing on. Currently the focuses are The Affordable Care Act, Housing and Transportation. Health and Human Services will also be an area of focus.

ITEM 5- Local Plan Report Out by MaryAnn Pranke

MaryAnn Pranke is a consultant that was hired to write up our Local and Regional Plan. She has conducted various workshops and is close to finalizing the plan. She provided an overview of the plan and how it aligns to our vision statement to the board. She thanked the board and staff for their participation in this project. Tony also expressed his appreciation for all the behind the scene work done in putting this plan together.

ITEM 7 – New Website Overview

Mariann Ruffolo presented to the Exec Committee the proposed new website. WDD has partnered up with ISD to work on creating a new website for the department. The plan is to have the new website go live March 1, 2017. The content will be more mobile friendly and offer stackable content.

ITEM 8 – Discuss Next Steps on Executive Board Strategic Action Items

Mariann Ruffolo reported on the on-going goals and what the target dates are for them. A handout was provided listing all the goals and progress of each.

INFORMATION

ITEM 9 – Budget Report

Mariann Ruffolo went over the Expenditure Report with the committee and outlined the first page was WIOA and the second page was Non-WIOA. Next meeting's report will include Housing Authority numbers.

ITEM 10 – Attendance Report by Gina Beltran

Gina presented the board with the attendance reports and highlighted the members who have attended less than 50% of meetings. Tony is aware of the members who have attendance issues and letters have been sent out to them. Gina also reported there will be a new member replacing Joh Gauthier's seat, his name is Paul Moreno.

ITEM 11 – County Report

County Report given by Mariann Ruffolo. We received a letter from EDD designating us as a, High Performing Board and awarded us \$54,000. The Y4 Conference was a success and 500 youth were in attendance. The You Tube video of the conference will be coming out soon. The planning for the next event has already began and we are hoping to have it around September and possibly at a different venue. There is a MCIE event coming up and if you'd like to register please see Gina Beltran. We are working on the board retreat which will be taking place in Lake Arrowhead as in previous years. The State of the County is scheduled for March 8th which is the same time as the Day at the Capitol. Gina is working on the travel arrangements for this trip. Ron Hurst was selected from the manufacturing interviews and we are working on getting a PO together so we can get him on board with Chaffey. Riverside County is working on the healthcare piece and hopes to have someone on board by February.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

Tony Myrell called for a motion to adjourn. Will Sterling made a motion to adjourn. B.J. Patterson seconded the motion. Motion carried. Meeting adjourned at 11:57 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, April 12, 2017 at 10:30 a.m. to be held at WDD Admin, 290 N. "D" Street, 6th Floor, San Bernardino, CA 92401.

Gina Beltran, Executive Secretary II